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SPECIFICATION 1, REVISION 1

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AGARD

ADVISORY GROUP FOR AEROSPACE RESEARCH & DEVELOPMENT

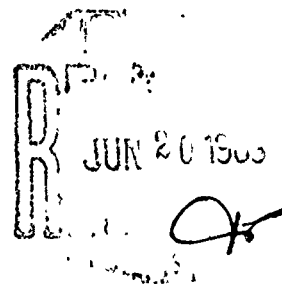
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The Layout of Technical Reports

by A. H. Holloway

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JANUARY 1968



NORTH ATLANTIC TREATY ORGANIZATION



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SPECIFICATION 1
REVISION 1

NORTH ATLANTIC TREATY ORGANIZATION
ADVISORY GROUP FOR AEROSPACE RESEARCH AND DEVELOPMENT
(ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD)

THE LAYOUT OF TECHNICAL REPORTS

Edited by

A.H.Holloway

UK Ministry of Defence
(Naval Scientific and Technical Information Centre)

SUMMARY

Recommendations by Technical Information Panel for size, markings on cover and title page, contents list, pagination, notation, abstract, list of references, tables, illustrations, appendices and index cards in technical reports. Notes are included on the application of the recommendations to bound books and to periodicals. Appendices give proposals to I.S.O. for minimum bibliographical references and cataloguer's notes.

RESUME

Recommendations du Comité Information Technique au sujet du format, des inscriptions devant figurer sur la couverture et la page de titre, de la table des matières, de la pagination, de la notation, du résumé, de la liste des références, des différentes tables, des illustrations, des appendices et des fiches de catalogage, dans les rapports techniques. En note, application de ces recommandations aux livres reliés et aux périodiques. En appendice, on trouve, adressées à l'Organisation Internationale pour la Standardisation, des suggestions pour réduire les références bibliographiques au minimum et les notes de fichiers.

001.816:655.53

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THE LAYOUT OF TECHNICAL REPORTS

Edited by A.H.Holloway

1. SIZE

While it is not to be expected that all reports will be of the same size, it is most desirable that they should be of approximately the same dimensions, so that storage accommodation will offer no hindrance to their logical arrangement. The international standard A4 (297 mm x 210 mm) is strongly recommended, but the following limits, which include the majority of the report series now issued, are acceptable:-

Length 10" - 11 $\frac{3}{4}$ " (254-298 mm).
Width 7 $\frac{1}{2}$ " - 8 $\frac{1}{2}$ " (190-216 mm).

2. FORMAT

2.1 Covers

Reports should have stiff covers capable of protecting the contents throughout the reasonable life of the report and the covers should be the same size as the remainder of the reports; the following markings should be printed on the covers or be visible through windows in them. (If windows are used they should not be placed where they will considerably decrease the strength of the covers). Colour coding of covers according to series can be usefully employed.

- (a) Security markings, when necessary, should be placed where called for by national requirements.
- (b) Reports should be issued whenever possible in numbered series and the abbreviated series name and number should appear near the top right corner of the cover, and vertically on the left hand edge.
- (c) The name of the organisation issuing the report should appear centrally near the top of the cover followed by a statement of the series and number in the series.
- (d) The title of the report should appear near the centre of the cover.
- (e) The names of the individual authors should appear beneath the title of the report.
- (f) The date of issue of the report should appear beneath the names of the authors. When the report is a translation the bibliographical reference to the original issue should take the place of the date of issue of the translation.
- (g) Any conditions of supply should appear towards the bottom of the cover.

2.2 Title Page

The title page should in general give the maximum of bibliographic information without being cluttered up. It should repeat the markings on the cover with the following changes:-

- (a) It is helpful to print near the top of the title page the subject classification number under at least one recognised system. Alternatively the suggested subject headings under which the report should be indexed should be given. This may alternatively be put on the verso of this page.
- (b) The conditions of issue need not be printed on the title page.
- (c) The abstract may be printed on the lower part of the title page. Alternatively it may be printed on the verso or at the head of the report. The text on the title page and throughout the report should leave a margin of $1\frac{1}{2}$ " on the bound side and at the top, and of 1" at the free side and at the bottom.

2.3 Other Preliminaries

Commencing on the recto following the title page there should be printed a table of contents, followed by a list of tables, a list of illustrations and by a list of appendices where appropriate. In each case the page on which a section or appendix begins, or on which a table or illustration appears, should be stated.

The preliminary pages should preferably be numbered separately, using Roman numbers. The text pages should then be numbered consecutively including those occupied by tables, and figures or other illustrations. The appendices may be page-numbered separately and preferably distinctively, but discretion must be allowed.

The list of symbols or notation, when required, should immediately precede the first page of the text, following the other preliminaries.

2.4 The Abstract, Summary or Synopsis

The abstract should indicate briefly the object of the work, assumptions made, method, results obtained and relation to allied work. It should preferably not exceed 150 words and the title of a report need not be repeated in the abstract. The title and abstract together should contain all that is needed for a preliminary assessment of the scope and contents of the report. It is vital that any equipment, such as an aircraft, a weapon or an instrument, should be identified without ambiguity. The Mark or Series No. should be given where applicable, range and accuracy of instruments should be stated, and where alloys are mentioned, the chief constituents should be given. It should be clear from the abstract whether the work reported on is complete, in progress, or suspended.

The abstract should be complete in itself without reference to the report, e.g. sentences such as (a) '...Previous work by Smith (Ref.1)...', or (b) 'Further recommendations are given in para.5' should be avoided. In (a) the full report reference should be given in the abstract. If the report is one of a series, reference numbers of previous parts should be given in the abstract, preferably in parentheses at the end.

The abstract should be written in good, concise English, unusual terms, if used, being briefly explained. Grammatical contractions and abbreviations should be avoided, and technical abbreviations and symbols used should be those currently accepted or listed by recognised authorities.

2.5 References and Bibliographies

These should be printed at the end of the text before any collected tables or illustrations and not as footnotes. References should be numbered consecutively through the text of a report or article, but in the case of a bound book this may be inconvenient, in which case they should be collected at the end of the chapters.

The references should take the form: Reference Number, author, full title, place or source of publication, date. In the case of published periodicals the title of the periodical abbreviated if necessary followed by the volume number, part number when appropriate, date of publication and page numbers should be given.

Where the instructions given here differ from those in App. 1 para. 3, the latter should be ignored and these followed.

2.6 Tables and Illustrations

These may be collected together after the list of references, but small tables and small figures which need to be referred to in connection with a particular part of the text should be printed at the appropriate place.

Where the report is divided into chapters or sections or where several papers are collected together to make one report, the illustrations may be put after each chapter, section or report and numbered accordingly e.g. Fig.2.7, Fig.10.3, etc.

Illustrations may take different forms such as line figures, half-tones, inserted photographs etc. They should be numbered consecutively as they are printed.

2.7 Appendices

Appendices are sometimes self-contained and may have their own contents lists and page-numbering. They may be taken bodily from some other source but should be uniform in arrangement with the document in which they appear. They should be numbered consecutively in Roman figures and should be marked in the top right-hand corner of each recto page 'Appendix.....'

2.8 Index Cards

Two sheets of 5" x 3" index cards should be included in all reports. There is no objection to other sizes being included as well, and the cards should be printed on stock of sufficient substance to stand the handling they are likely to receive in busy libraries.

The index cards should have the following characteristics:-

1. Security markings according to national requirements.

2. Layout to be as follows:-

- (a) Accession number of report: Third typewriter line from top of card, two spaces from left edge.
- (b) Originator's report number: Following accession number on same line, after two spaces.
- (c) Originating agency: On line below report series number line, two spaces from left edge of card, with second line also two spaces from left edge.
- (d) Title: In capital letters or distinctive type, one line below preceding line, two spaces from left edge of card, with subsequent lines also two spaces from left edge.
- (e) Personal author(s): On following line, two spaces from left edge.
- (f) Date: On following line, two spaces from left edge.
- (g) Collation: On following line, two spaces from left edge.
- (h) Secondary or supplementary report number: Two spaces following collation, within parentheses. If two series numbers appropriate, separated by semicolon.
- (i) Contract number: On following line, two spaces from left edge.
- (j) Abstract: Two lines below preceding line, two spaces from left edge. If necessary to use back of card, use '(over)' on bottom line of card and continue abstract on back, beginning in reverse direction to front.
- (k) Subject analysis: Subject content of the report may be indicated by classification number or numbers and/or subject headings, field of interest terms, or uniterms.
 - (i) Classification number: On second line after Abstract, two spaces from left. For marginal cards, on third typewriter line from top of card, one space to right of vertical line, with second and further lines immediately below.
 - (ii) Subject Analysis
 - Two lines below final line of abstract (whether on front or back of card), two spaces from left edge. Additional terms follow on same line, each term followed by a comma.
 - For marginal cards, main heading on third line from top of card, one space to right of vertical line. Indent one space if second line of heading required. Additional subjects are numbered in sequence immediately below main heading or term.
- (l) Other entries: If it is desired to list entries for collaborating organisations, personal authors, translators, editors, project numbers, etc. these are given Roman numerals and listed in sequence following subject analysis. Other indexing points need not be indicated on the cards: most librarians will select their own and indicate them perhaps by underlining.

The index cards should be printed by the best available means as they contain much information which will need to be scanned quickly and frequently by users. Letterpress printing is to be preferred, but typewriting may be used, in which case it is important that the best possible typeface should be used, and proportionate spacing is a great advantage.

The abstract used on index cards may be the same as that printed at the beginning of a report, but need not be so.

2.9 Bound Books

Few of the preceding requirements are applicable to bound books. Thus it is not practicable to present an abstract of a long book within the space available on an index card, but when the book is in fact a collection of reports, it is possible to provide a list of the titles of the papers in place of the normal abstract.

Bound volumes of reports should comply as far as is practicable.

2.10 Periodicals

Not all the requirements listed are applicable to periodicals, and those periodicals which are directed to a popular reading public cannot be expected to comply. On the other hand those periodical and serial publications which are mainly vehicles for the dissemination of scientific and technical information approach the nature of the unpublished reports for which the requirements are primarily intended and some of them already comply with a number of the requirements, though none are in complete agreement.

The specification for the covers and title pages are in general not applicable and the contents lists normally apply to the whole publication and not to each separate paper, but abstracts should be printed, bibliographies should follow the prescribed form and tables, illustrations and appendices may be included as recommended. In some cases index cards are printed and in at least one instance a sheet of index card forms printed on translucent paper is included in a periodical so that users may print off cards as required.

Closer compliance with the specification is both practicable and desirable, and publishers should in the interests of their customers make whatever changes are practicable in their layout and arrangement to bring them into line with the requirements.

When it is desired to abbreviate the titles of periodicals, a generally recognised system should be used. Such systems are those used in the World List of Scientific Periodicals (4th ed.) and British Standard 4148 (1967). In chemical and related fields the Chemical Abstracts list of abbreviations may be used, and the CODEN may be used if desired.

APPENDIX I

BIBLIOGRAPHICAL REFERENCES

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Appendix I

BIBLIOGRAPHICAL REFERENCES

Minimum requirements

A proposal under consideration by I.S.O.
as draft recommendation No. 722

1. SCOPE

This recommendation sets out the minimum requirements for any form of bibliographical reference.

2. DEFINITION

A bibliographical reference is a set of data, sufficiently precise and detailed to enable a document, or part of a document, to be identified.

3. FORMS OF REFERENCE

A bibliographical reference may be:-

- (a) The heading to an abstract or to a critical review,
- (b) Part of a bibliographical list, in which the reference may, or may not, be accompanied by any other matter,
- (c) Wholly embodied in a text,
- (d) A note appended to a text, either at the foot of a page or at the end of the text,
- (e) Partly embodied in a text, partly in a note.

4. ITEMS CONSTITUTING A BIBLIOGRAPHICAL REFERENCE*

4.1 Books or Other Separate Works†

A reference to a book or other separate work should, if possible, contain:-

Name(s) & forename(s) of author(s)	SAINTE BEUVE, Charles Auguste
Title (of the book)	Causeries du lundi
Edition	3e ed.
Place of publication	Paris
Date (year) of publication	1837

* Where the instructions given here differ from those shown in the main text (para. 2.5) the latter shall be followed.

† When the bibliographical reference forms the heading to an abstract or critical review, or forms part of a bibliographical list, the number of volumes (of a multi-volume work) and/or the number of pages (multi- or single-volume work) are usually included, though not essential for identification alone.

If reference is made to:

a particular volume or part, or
a particular page or portion of a book,

the bibliographical reference should include:

the no. of the volume or part, e.g. Vol.1, or Pt.1, or Vol.1, Pt.1,
the no. of the page, or of first and last pages, e.g. p-10 or pp.10-12

or

If the main work consists of several volumes or parts, the reference should include:-
the volume or part no. containing the contribution. If reference is made to the whole
contribution, or to a portion of it, or to a particular page, the reference should
include the first and last pages of the contribution, or portion of it, or specific
page concerned.

4.2 Periodicals or Other Serial Publications

A reference to a periodical as a whole should contain:-

Title (of the periodical)
Place of publication
Date (cf. clause 8(b))

4.3 Contributions to Collective Works, Symposia, etc.

A reference to a contribution in a collective work or symposium should, if possible,
contain:-

Name(s) & forename(s) of author(s)	RANGANATHAN, S.R.
Title (of contribution)	Colon classification...
Title of main work (if necessary including the name(s) of the author(s), editor(s) or compiler(s))	Bibliographic organisation, ed. Jesse H.Shera and Margaret E.Egah
Edition	
Place of publication	Chicago
Date (year) of publication	1951
Volume or part number	
First & last pages or specific page referred to.	

4.4 Articles in Periodicals or Other Serial Publications

A reference to an article, etc. in a periodical or other serial publication should,
if possible, contain:-

Name(s) & forename(s) of author(s)	RAVAGE, Denise
Title (of the article)	La Bibliotheque des Nation Unies....
Title of the periodical	Revue de la Documentation
Volume number (or year)	Vol.17
Part no. (or issue no.)	No.5
Date of part (or issue)	1950.09
First & last pages or specific page referred to.	

Appendix 1

or

If reference is made to the whole article, or to a portion of it, or to a particular page, the reference should include:-

the first and last pages of the article, or portion of it,
or the specific page concerned.

5. ORDER OF ITEMS IN THE REFERENCE

- (a) The items constituting the reference are given in the order shown in Clause 4.
- (b) When a reference embodied in a text forms part of a sentence, no order can be prescribed, but it is desirable that the order shown in Clause 3 should be followed as closely as possible.

6. AUTHORS

- (a) The editor or compiler of a collective work is treated as the author.
- (b) When there are two authors, the names of both are given.
- (c) When there are more than two authors, it is enough to give the name of the first only, followed by 'et al'.
- (d) Forenames (personal names, Christian names) are given as they appear in the work referred to.
- (e) Titles indicating rank, office or status (academic, professional, etc.) are retained if they are necessary for the identification of the author(s).

7. TITLES

- (a) The title is given as it appears in the work referred to, transliterated if necessary.
- (b) A long title may be given in shortened form, but the initial words are never omitted.
- (c) If the title of a periodical is abbreviated, this is done in accordance with ISO recommendation R4.
- (d) The name of an editor, translator, or any other person such as an illustrator, who has collaborated in the preparation of a work, may be added after the title to facilitate identification.
- (e) In bibliographical references to contributions in larger works, the title of the contribution is distinguished from that of the main work by a change of type-face, or by the insertion of some typographical sign or the word 'In' (or its equivalent in any language).

8. DATE

- (a) If the date does not appear in the publication, but can be ascertained, it is included in the reference between square brackets.
- (b) When a periodical or other serial publication is referred to as a whole, the date (year) of commencement is always given - followed, if the periodical is still appearing, by a long (double) dash or arrow; or, if it has ceased publication, by a short dash (hyphen) and the date (year) of the last volume published.

9. ABBREVIATIONS

Any abbreviation whose use is local or highly specialized is followed by the full or complete form, especially when it designates the issuing body, place of publication or publisher.

10. PUNCTUATION AND TYPOGRAPHY

Punctuation and typography should be such as to make the reference readily intelligible e.g. by suitably distinguishing the separate parts of the reference.

APPENDIX II

CATALOGUING NOTES

by

R. A. Kennedy

**Head, Library Systems Dept.
Bell Telephone Laboratories,
Murray Hill, New Jersey, USA**

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CATALOGUING NOTES

R. A. Kennedy

1. PRIMARY REPORT NUMBER

- (a) This number is listed first for quick identification of the card and easy series filing. It therefore should be a clear, concise compound of agency abbreviation, report series abbreviation and number.

Sample: NACA TN 2656
 ONERA NT 18
 ARC R&M 2345
 AGARD Rept. 58
 RAE TN Aero. 1234

- (b) The abbreviation 'No.' (for number) is not necessary.

2. CORPORATE AUTHOR

- (a) Use the official current name of the agency, establishment or activity responsible for the preparation of the report.
- (b) In the case of units of larger establishments, bureaux, or departments, enter under the smallest part of the organization (responsible for the report) of significance to the international aeronautical community.

Samples: Royal Aircraft Establishment
 (not Ministry of Supply, Royal Aircraft Establishment
 nor Chemistry Department, Royal Aircraft Establishment)
 Institute of Aerophysics, University of Toronto
 Jones University. Guided Missile Laboratory.

- (c) Do not enter government agencies under country, except where part of the official title, as in United States Air Force.
- (d) Give country or more specific geographical location if required for identification.

Sample: National Aeronautical Establishment, Canada.

3. TITLE

- (a) Use capital letters or distinctive type for title and give it as it appears on the cover.
- (b) If the language of the report is other than English or French, give title in English or French (not capitalized) in parentheses after original title.
- (c) If the report is a translation, give original title (transliterated if necessary, but not capitalized) in parentheses following the translated title.

4. PERSONAL AUTHOR(S)

- (a) Give the name of the personal author as it appears on the report, surname followed by given name (or initials). Omit indication of academic degrees, professional distinctions, rank, etc. but give as much detail as is necessary to avoid confusion.
- (b) Include no more than two authors in the case of joint authorship. If there are more than two authors, use 'et al' after the first.

Sample: Fox, J.C., et al.

- (c) Omit the 'by' statement for authors.

5. DATE

- (a) Use date of publication with standard abbreviation for the month. Omit day of month.

Sample: Aug. 1954

- (b) For published versions of reports issued previously in one form or other, indicate original date in series note following collation. (See 7b in this Appendix)
- (c) For translations, record date of original paper in Secondary or Supplementary Report Number section. (See 7c in this Appendix).

6. COLLATION

The collation is the physical description of the report and consists of a statement of the number of pages and the illustrative material, if the latter is unusual enough to merit mention. A statement of the number of references, if significant, is also included here.

- (a) If the last numbered page represents the total number of pages, record as 52 p., 76 p., etc.
- (b) If the pages are unnumbered and apparently less than 100, count the total number and record in square brackets as [78 ip.] etc. If there are more than 100 unnumbered pages, describes as [1 v.].
- (c) If figures, charts, etc. are numbered separately from the text, give as 115 p. + 10 figs., 26 ip. + 15 figs.
- (d) If figures, charts, etc. are placed in the text or consecutively paged at end of the text, give as 20 p. incl. figs., 32 p. incl. 16 figs., etc.
- (e) References may be noted as the last item of the collation, e.g. 86 p., 27 refs.

7. SECONDARY OR SUPPLEMENTARY REPORT NUMBER

- (a) Give in a form as clear and concise as the primary report number.

Appendix II

- (b) If the report is a re-issue of an earlier report, or a compilation of several reports, record the number and date of the previous items.

Sample: Formerly RAE TN Aero 2126, Feb. 1948.

- (c) If the report is a translation of another paper, give the reference here in one of the generally accepted abbreviated forms.

From: Z.Phys. Vol.117, 1940, p.23-40.

8. SPECIAL BIBLIOGRAPHICAL AND EXPLANATORY NOTES

Note should be made here of any essential bibliographical or explanatory information not given elsewhere.

Samples: List of contributors, p.89

Glossary, p.71

Chronological bibliography, p.37-49

Prepared at National Bureau of Standards

Prepared for discussion at the Fourth Meeting, AGARD
Documentation Committee, Paris, 2-6 Nov. 1954.

DISTRIBUTION

Copies of AGARD publications may be obtained in the various countries at the addresses given below.

On peut se procurer des exemplaires des publications de l'AGARD aux adresses suivantes.

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CANADA	Director of Scientific Information Service Defense Research Board Department of National Defense "A" Building, Ottawa, Ontario
DENMARK DANEMARK	Danish Defence Research Board Østerbrogades Kaserne Copenhagen Ø
FRANCE	O.N.E.R.A. (Direction) 25 avenue de la Division Leclerc 92 Chatillon-sous-Bagneux
GERMANY ALLEMAGNE	Zentralstelle für Luftfahrtokumentation und Information Maria-Theresia Str.21 8 München 27 Attn: Dr Ing. H.J.Rautenberg
GREECE GRECE	Greek National Defence Staff D.JSG, Athens
ICELAND ISLANDE	Director of Aviation c/o Flugrad Reykjavik
ITALY ITALIE	Ufficio del Delegato Nazionale all' AGARD Ministero Difesa - Aeronautica Roma
LUXEMBURG LUXEMBOURG	Obtainable through Belgium
NETHERLANDS PAYS BAS	Netherlands Delegation to AGARD c/o National Aerospace Laboratory NLR Attn: Mr A.H.Gaudeker P.O.Box 126 Delft

NORWAY NORVEGE	Norway Defence Research Establishment P.O.Box 25 Kjeller Attn: Mr O.Blichner
PORTUGAL	Diracção do Serviço de Material da Força Aerea Rua da Escola Politecnica 42 Lisboa Attn: Brig.Gen. J.Pereira do Nascimento
TURKEY TURQUIE	Turkish Delegation to NATO North Atlantic Treaty Organisation Brussels 39, Belgium Attn: AGARD National Delegate
UNITED KINGDOM ROYAUME UNI	Ministry of Technology T.I.L.(E) Room 401 Block A, Station Square House St. Mary Cray Orpington, Kent
UNITED STATES ETATS UNIS	National Aeronautics and Space Administration Langley Field, Virginia Attn: Report Distribution and Storage Unit

